

EXECUTIVE OFFICE OF THE PRESIDENT

BUREAU OF THE BUDGET

WASHINGTON 25, D. C.

BULLETIN NO. 57-3

August 14, 1956

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Records retention requirements

1. Purpose. The purpose of this Bulletin is to emphasize the need for protecting the public from unnecessary record-keeping.

The President, by letter to the Budget Director dated May 11, 1956, implemented a Hoover Commission recommendation by directing the Bureau of the Budget to give increased emphasis to protection of the public from unnecessary paperwork burdens. A copy of the President's letter is attached to this Bulletin as Attachment A.

Records retention requirements are one of the more important areas in which improved practices are necessary. Accordingly, the Bureau of the Budget has under consideration the issuance of a set of standards to govern records retention regulations.

2. Recommendations as to records retention practices and establishment of liaison. The Advisory Council on Federal Reports has made recommendations to the Bureau of the Budget designed to improve present practices of Federal agencies in connection with records retention requirements. These recommendations are attached to this Bulletin as Attachment B.

Comments concerning these recommendations and an indication of the extent to which they could be implemented by each agency are requested.

Each agency is also requested to designate a representative to serve as liaison with the Office of Statistical Standards of the Bureau of the Budget to facilitate prompt action to reduce the burden of the Government's records retention requirements.

An original and one copy of the agency's comments concerning these recommendations, as well as recommendations of the agency head, and the name of the agency's liaison representative should be submitted to the Bureau of the Budget not later than September 14, 1956.

FRANCIS F. BRUNDAGE  
Director

Attachments